

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-254

OPENING DATE: 10 August 2007

CLOSING DATE: 10 September 2007

ANTICIPATED FILL DATE: 14 Oct 07

POSITION TITLE AND NUMBER

Surface Maintenance Mechanic Supervisor
PDCN 70752000, MD#: 6021-10

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY

WS-5801-15 \$34.89 - \$38.41 per hour

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is **NATIONWIDE**. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is **required** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 36 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431**.

1. Ability to plan and organize the work of the assigned repair organization.
2. Ability to meet deadlines.
3. Knowledge of heavy mobile equipment repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise new methods.

CONDITIONS OF EMPLOYMENT: **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below.

SECURITY CLEARANCE: Must have a security clearance at the Secret level.

MILITARY ASSIGNMENT: Assignment to a compatible **Officer/Warrant Officer** position in the NCARNG is mandatory. (O: 90A, 91A; WO: 91, 94)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Plans overall allocation of personnel and resources for the organization. Ensures accomplishment of work operations which because of their scope, volume, and complexity are planned on a year or longer basis. Analyzes work plans developed by subordinate supervisors for accomplishment of assigned work orders, projects, and the status of work accomplished. This is in relation to overall schedule requirements, including unanticipated or emergency requirements. Provides higher-level managers and/or supervisors information regarding status of work projects, budget estimates, changes in equipment, facilities, techniques, etc. Participates fully with higher level management officials and staff organizations to study and develop recommendations concerning changes in specification requirements, work techniques and standards; revisions of organizational structures, responsibilities, and relationships; and improvement or modernization of equipment, facility layout, and work flow. Participates in planning conferences and meetings. Explains work requirements to subordinate supervisors, sets deadlines and sequence of operations. Coordinates and directs the work of units supervised. Balances work load for subordinate work groups. Analyzes production, cost and personnel utilization records, and makes adjustment in operations to correct problems. Develops quality and quantity standards. Spot checks work operations to assure production and quality standards are met. Encourages employees to achieve goals. Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by supervisors. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long-range training needs for all levels of subordinates, submits funding and budget requests with justification for approval, and arranges for the accomplishment of training. Promotes and administers such programs as cost reduction, incentive awards, suggestions, and quality assurance. Ensures regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Assures subordinate supervisors carry out such programs as labor-management and equal opportunity. Schedules and approves leave. Ensures position descriptions are accurate and position management principles are followed. Develops and establishes the internal procedures to be followed by subordinate supervisors and to and to assure effective control and direction of the work activities, organizations, and personnel supervised. Assures appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken. Develops, publishes, and ensures employee compliance with standing operating procedures for the activity supervised. Implements and complies with agency, state, and Federal regulatory Occupational Safety and Health, and environmental requirements. Ensures use of quality conformant products through compliance with established materials shelf life programs. Ensures all aspects of Force Protection to include physical security, facility and vehicle key control, property accountability, access control and employee protection in accordance with established policies and regulations. Implements procedures to account for real property, installation property, MTO&E (Modified Tables of Organization and Equipment) property, TDA (Tables of Distribution and Allowances) property, and installed equipment located at or assigned to the facility in accordance with state and Federal regulations and policies. Ensures subordinates are trained, qualified, and equipped with proper protective equipment, environmental mediation equipment and materials. Ensures employees wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974